Part-Time Employment
Location: Sunset Park Reservation Office - For the position of: Front Desk

**SALARY**
$9.00 Hourly

**OPENING DATE:** Sept. 27, 2018

**CLOSING DATE:** Until Filled

**ABOUT THE POSITION:**
This position will be at the Sunset Administration building. Duties will include answering phones, transferring calls to Recreation and Community Centers, handling customer inquiries, using a computer to register customers and make park reservations and cash handling. Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

**# OF VACANCIES:** # 1

**MINIMUM REQUIREMENTS**

**Education and Experience:** Applicant must have a high school diploma or equivalent.

**Preferred Qualifications:** Prior customer service experience preferred. Bilingual is preferred. Applicant must be able to demonstrate good communication skills and customer service skills (i.e. working with the public). Applicant must be computer literate and have prior experience using Microsoft Word and Excel. Applicant must be able to lift 20 lbs.

**Licensing and Certification:** Applicants are required to have CPR, AED and First Aid certification or acquire certification within first 90 days of employment.

**Working Conditions:** This position may be required to work mornings, days, evenings and/or weekends.

**Background Investigations:** Employment is contingent upon the results of a background investigation.

**APPLICATION PROCESS:**
Applications can be picked up at any Parks & Recreation facility or can be downloaded at http://www.clarkcountynv.gov/Depts/parks/Documents/Employment/part-time-employment-application.pdf

MAIL, FAX, WALK IN, OR EMAIL APPLICATION OR INQUIRIES TO:
Sunset Administration
Building 2601 E. Sunset Rd.
Las Vegas, NV 89120
PRSunsetFrontDesk@ClarkCountyNV.gov

Clark County Is An Equal Opportunity Employer